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Notice – Company Key

Effective Date: This Notice is to be effective the date that subsection 40 (1) and sections 58, 85, 104 and 127 of Schedule 6, section 73 of Schedule 7 and section 56 of Schedule 8 to the Cutting Unnecessary Red Tape Act, 2017, comes into force.

This Notice sets out requirements for the use of a company key for filings under the following business statutes (the business statutes):

1. Business Corporations Act
2. Business Names Act
3. Co-operative Corporations Act
4. Corporations Act
5. Corporations Information Act
6. Extra-Provincial Corporations Act
7. Limited Partnerships Act
8. Not-for-Profit Corporations Act, 2010

A company key is required to make filings under the business statutes. A company key consists of a unique series of digits and/or characters. It is provided to the official email address that is provided for a sole proprietorship, corporation or other entity under the business statutes.

The sole proprietorship, corporation or other entity, as applicable, is responsible for the care and control of the company key. A valid and up-to-date ServiceOntario [online account](#) is required to make filings using the company key. Treat this company key as confidential information and do not share it unless the company key is being provided to a trusted service provider or other trusted intermediary to make filings on behalf of the sole proprietorship, corporation or other entity.

The sole proprietorship, corporation or other entity, as applicable, is responsible for all filings authorized by the company key with respect to the entity. To obtain a new company key, select “Regenerate Company Key” in your ServiceOntario online account. This will invalidate the previous company key and provide a new company key. However, to revoke the authority that has been delegated to another person to make filings on behalf of the sole proprietorship, corporation or other entity, you must select “Revoke Authority”. If you do not “Revoke Authority” after regenerating a new company key, the authority that was delegated to another person under the previous company key will remain in place.

If a sole proprietorship, corporation or other entity signed up on the Ontario business registry web page with its official email address but did not receive a company key by email after this Notice came into effect, contact the ServiceOntario at the number below.

For more information or to obtain a company key, contact ServiceOntario at 416-314-8880 or toll-free at 1-800-361-3223.

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Note: This Notice is to be subject to change or revocation by further Notice. This Notice is to be made pursuant to:

Alternative Filing Methods for Business Act, 2020: s. 7

Business Corporations Act: s. 271.2

Business Names Act: s. 10.4

Corporations Act: s. 326.3

Corporations Information Act: s. 21.4

Extra-Provincial Corporations Act: s. 24.4

Limited Partnerships Act: s. 36

Not-for-Profit Corporations Act, 2010: s. 210.2